

CLUB CHAIRPERSON



Role

An advocacy role, to lead and manage the effective communication and implementation of good practice and child protection policies within the club.

Skills

- Approachable
 - Enthusiastic with a good knowledge of the sport and club
 - Well organised and able to delegate
 - Ability to control meetings
 - Confident at public speaking
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Main Duties

- To chair and control the meetings of the management committee
 - To be involved, where appropriate, in the coordination of all club activities
 - Oversee decisions made by the management and sub committees
 - Oversee the work of officers and other club personnel
 - In conjunction with the secretary present the annual report
 - In conjunction with the treasurer present the annual accounts
 - Consult with secretary on the content of the agenda and minutes of meetings
 - Keep up to date on ASA laws, regional rules and club constitution
 - Ensure that statutory documents and other returns are filed on time
 - Advise the treasurer on the use and investment of club funds
 - Report to the officers of the management committee at the first opportunity of any instant decisions taken, and ensure that all policy decisions are ratified by the management committee
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Commitment

Dealing with issues as and when they arise plus club requirements i.e. events and club management meetings

Benefits to Self

Contribution to ensuring a safe and well-managed club

Further Development/Support

How to Communicate Effectively

A resource provided by Running Sport, available to download from their website
www.sportengland.org/runningsport

'The Role of the Chairperson'

A resource provided by Running Sport, available to download from their website
www.sportengland.org/runningsport

Further training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website www.britishswimming.org or telephone the ASA on 01509 618700

Visit www.sportengland.org/runningsport to access this valuable resource.

Useful Websites

ASA website	www.britishswimming.org
Sport England	www.sportengland.org.uk
NSPCC	www.nspcc.org.uk
Volunteering England	www.volunteering.org.uk
Millennium Volunteers	www.millenniumvolunteers.gov.uk
DO-IT	www.do-it.org.uk
CSV	www.csv.org.uk
Sports Coach UK	www.sportscoachuk.org